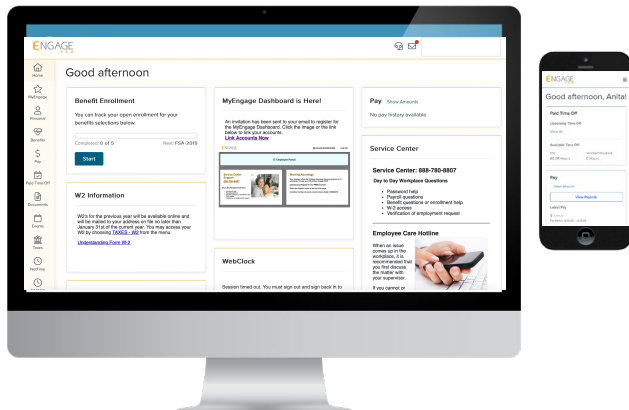


EMPLOYEE GUIDE TO ONBOARDING



The **MyEngage Dashboard** gives you access to the information you need, when you need it.



FOLLOW THIS STEP-BY-STEP GUIDE TO COMPLETE YOUR NEW HIRE ONBOARDING ON THE MYENGAGE DASHBOARD

1 CHECK YOUR EMPLOYEE EMAIL (Subject: "Welcome To [COMPANY]")

From: donotreply@engagepeo.com <donotreply@engagepeo.com>
Subject: Test - Welcome To Peter Parker Photography

Dear Jane,

We are excited you have accepted our offer to join Peter Parker Photography!

Our company partners with Engage PEO for HR and Payroll Services.

We ask that you follow the instructions below to create a My Engage single sign-on account which will allow you direct access to your payroll system, important announcements and much more.

To set up an account:

1. Click the button below to create an account
2. Use the one time password below
3. Create a new password using jane.austin@gmail.com as your username
4. Select the Employee Portal link to complete your onboarding
5. Once onboarding is completed, you will receive a notification when your employer validates your onboarding information. Access to your employee portal will be available once this validation step is completed by your employer

One Time Temporary Password: SDHF@#%&

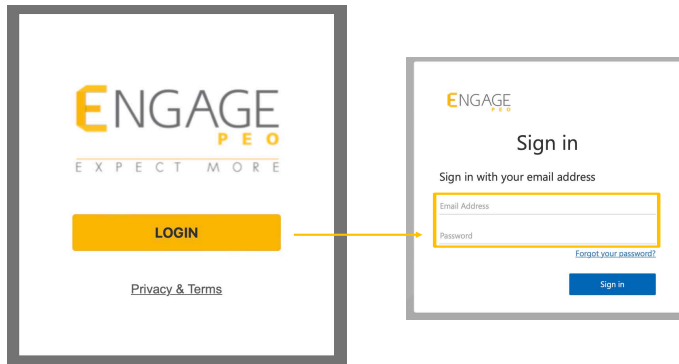
An email will come from **donotreply@engagepeo.com** and contain the username and password required for the onboarding process.

CREATE ACCOUNT

To continue, select the "CREATE ACCOUNT" button.

If you have any questions, please reach out to the Service Center for help at **1-888-780-8807** open **8am-8pm EST Monday through Friday**.

2 SELECT THE "LOGIN" LINK



Login credentials provided in Step 1. If the email with the temporary password is lost, the user can select "Forgot Password" to reset it.

3 CONTINUE WITH THE REGISTRATION PROCESS

The 'User Details' page is shown with a back arrow and 'Cancel' text at the top left. The ENGAGE PEO logo is at the top. The main heading is 'User Details'. Below it is a message: 'Your password has expired, please change to a new password.' There are three input fields, each with a red asterisk on the right: 'Password', 'New Password', and 'Confirm New Password'. A blue 'Continue' button is positioned at the bottom right of the form area.

Create a password you will remember!
You will use these credentials in the future to review pay stubs, update personal info, and access W2s

The 'Multi-factor authentication' page features a back arrow and 'Cancel' text at the top left. The ENGAGE PEO logo is at the top. The main heading is 'Multi-factor authentication'. Below it is the instruction: 'Enter a number below that we can send a code via SMS or phone to authenticate you.' There is a 'Country Code' dropdown menu with 'United States (+1)' selected. Below that is a 'Phone Number' input field. At the bottom right are two buttons: 'Send Code' and 'Call Me'.

Sharing your phone number helps us protect your account, and we assure you that your information will remain private and secure.

4 SELECT THE "EMPLOYEE PORTAL" LINK

ENGAGE PEO GELLAR ENTERPRISES [LOG OUT](#)

Employee Portal

Service Center Support
888-780-8807

Day to Day Workplace Questions

- Password help
- Payroll questions
- Benefit questions or enrollment help
- W-2 access
- Verification of employment request

Working Advantage

Your employer offers the Working Advantage discount program to all employees through your HR partner, Engage PEO!

Click here to Register for your **FREE** account.

Select the Register button at the top of the page

Complete the Sign-Up panel using Company **Code: 315804315**

If the portal does not open, be sure to check your pop-up settings.

5 YOU WILL BE REDIRECTED TO ONBOARDING

CLICK ON "Continue"

6 CHECK THE BOX TO ACKNOWLEDGE AND THEN CLICK THE SUBMIT BUTTON

Welcome, Anita!

Welcome to ABC COMPANY and ENGAGE PEO! ABC COMPANY and Engage PEO have entered into a co-employment relationship which allows us (together and at times separately) to provide you with excellent resources in the areas of human resources, payroll, workers' compensation and, if applicable, benefits.

Click "Get Started" to begin your onboarding process. As you proceed through the onboarding process, you will be able to quickly and easily fill out and submit a number of required forms, and if applicable, have the opportunity to enroll in a variety of benefits programs.

Please submit the I-9 and Employee Information no later than 03/09/2024. All other forms must be submitted by 03/06/2024.

Welcome again to ABC COMPANY and ENGAGE PEO!

7 days remaining to complete I-9 and Employee Information

12 days remaining to complete onboarding

We are excited that you are joining our team! **Continue**

Submit

Submit

Onboarding Completed
Thank you for completing the onboarding process.

A confirmation message will display Onboarding Completed. An email will be sent confirming your new hires forms have been submitted.

Important

- 1) Always select the **Next**, **Submit** and **Continue** buttons after completing each screen. The buttons are inactive until all required fields are populated with the correct values.
- 2) You can reopen submitted sections to make corrections at any time prior to the final Submit. Once you complete your onboarding, you will be able to access the Employee Portal where you can make any future changes to your record. Changes can also be requested from your internal HR/ Payroll department.

Congratulations! Your New Hire Forms Have Been Submitted

contact@engagepeo.com
To: Alex Mountain
4:45 PM

Phish Alert + Get more add-ins

Dear Alex Mountain,

Thank you for submitting your new hire forms. Our team will review the information you submitted and we will either approve the forms or request additional information.

Sincerely,
The Engage PEO Service Team

7 NAVIGATE TO MYENGAGE PLATFORM

Once you have finished the onboarding process, your setup is complete! Now that you have access to the MyEngage platform, you can view employee benefit enrollment, W2 information, pay history, and more.

The screenshot shows the MyEngage platform dashboard. On the left is a vertical navigation menu with icons for Home, MyEngage, Personal, Benefits, Pay, Paid Time Off, Documents, Events, Taxes, and NetTime. The main content area is titled "Good afternoon" and contains several cards:

- Benefit Enrollment:** "You can track your open enrollment for your benefits selections below." Progress: Completed: 0 of 5, Next: FSA-2019. A "Start" button is visible.
- MyEngage Dashboard is Here!:** "An invitation has been sent to your email to register for the MyEngage Dashboard. Click the image or the link below to link your accounts." Includes a "Link Accounts Now" link and a thumbnail image of the Employee Portal.
- Pay:** "Show Amounts" link. Text: "No pay history available".
- W2 Information:** "W2's for the previous year will be available online and will be mailed to your address on file no later than January 31st of the current year. You may access your W2 by choosing [TAXES - W2](#) from the menu." Includes a link to "Understanding Form W-2".
- WebClock:** "Session timed out. You must sign out and sign back in to".
- Service Center:** "Service Center: 888-780-8807" and "Day to Day Workplace Questions" with a list of topics: Password help, Payroll questions, Benefit questions or enrollment help, W-2 access, Verification of employment request.
- Employee Care Hotline:** "When an issue comes up in the workplace, it is recommended that you first discuss the matter with your supervisor." Includes an image of a hand holding a smartphone.

8 GOING FORWARD

To access MyEngage going forward, simply go to my.engagepeo.com.

The image shows the MyEngage PEO logo with the tagline "EXPECT MORE". Below the logo is a large yellow button with the text "LOGIN". At the bottom, there is a link for "Privacy & Terms".

The image shows the MyEngage PEO sign-in form. It features the logo at the top, followed by the heading "Sign in" and the instruction "Sign in with your email address". There are input fields for "Email Address" and "Password". A link for "Forgot your password?" is located below the password field. A blue "Sign in" button is at the bottom right.